

## Standing Rules for Chinook Middle School PTSA

Approved 24 SEP 2025

### 1. Name and Identity

The name of this PTA is Chinook Middle School Parent Teacher Student Association 2.3.115 (hereafter referred to as “this PTSA”). This PTSA is a local PTA unit organized under the Washington State PTA (WSPTA), a branch of the National PTA, and is subject to the National PTA Bylaws, the WSPTA Uniform Bylaws, and the Standing Rules for this PTSA.

### 2. PTA Purpose and Community

This PTA serves the children, parents, faculty and staff in the Chinook Middle School community.

### 3. Incorporation

This PTA was incorporated on June 25, 1986 and assigned UBI 601 820 465.

The treasurer is responsible for filing the Annual Corporation Report.

The Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTA president and secretary.

The City of Bellevue Business License registration number is 157102.

### 4. Charities program

This PTA is registered with the Washington Secretary of State Charities program, registration number 1100867. The treasurer is responsible for filing the annual renewal by May 31 to avoid penalties.

### 5. Tax-exempt Status

This PTA was granted tax exempt status under section 501(c)(3) of the Internal Revenue Code on April 30, 1990. A copy of the letter of determination is filed in the legal document notebooks maintained by the president and secretary.

### 6. IRS Filing

The treasurer is responsible for filing the appropriate federal informational return (e.g., IRS Form 990EZ) prior to November 15 and providing a copy to the board of directors no later than December 1. Copies of the current and past years’ returns are kept in the legal document notebooks maintained by the president and secretary.

### 7. Registered Agent

This PTA has designated Washington State PTA as its registered agent with the Washington Secretary of State’s office, the Washington Department of Revenue, and the Internal Revenue

Service. Copies of the signed documents making such designation are available in the legal document notebooks maintained by the president and secretary.

## **8. Standards of Affiliation**

Per the *Washington State PTA Uniform Bylaws*, this PTA will annually complete the *Washington State PTA Standards of Affiliation* agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

## **9. Membership**

Membership in this PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of PTA; provided however, that any individual whose membership was terminated by Washington State PTA (WSPTA) under Section 7 shall be ineligible for membership in any other local PTA in Washington, or as a supporting member of WSPTA, unless and until such individual is accepted for reinstatement by a two-thirds (2/3) vote of the WSPTA Board of Directors.

## **10. Membership Termination**

An individual's membership in this PTSA may be terminated by a two-thirds (2/3) vote of its board of directors for conduct that may damage the value and goodwill associated with PTA, or that violates the purposes, policies, or standing rules of this PTSA including the bylaws of WSPTA and National PTA. Details on the process for termination of membership are included in current WSPTA policy. This PTSA shall notify the WSPTA board of directors within 5 business days if a membership has been terminated.

## **11. Membership Dues and Council Fees**

The membership dues for an individual adult membership shall not exceed 3 times the National PTA, WSPTA, plus Bellevue Council PTSA dues, a family membership for up to two adults (same household) shall not exceed 4 times the National PTA, WSPTA, plus Bellevue Council PTSA dues, and a Faculty/Staff/Teacher membership will not exceed 1 times National PTA, WSPTA, plus Bellevue Council PTSA dues rounded up to the nearest dollar.

This PTSA may offer full or partial membership subsidies to persons requesting them, in accordance with the Membership Subsidy Policy, which shall be reviewed and approved annually at a membership meeting.

## **12. Membership Meetings and Quorum**

Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings. One meeting shall be designated as the Annual Membership Meeting for the purposes of electing the officers. The order of business at membership meetings will be set by the

decisions that need to be made. All paid members may make motions, participate in debate, and vote at the membership meetings.

Membership meetings may be held in person, virtually or via a hybrid of both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice, and vote.

Voting may take place at a meeting, by mail, or by electronic transmission. The voting method utilized must be the same for all meeting participants. If voting takes place by mail or electronic transmission this PTSA must follow voting policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy.

There shall be at least four (4) membership meetings per school year. A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors.

Each member will receive notice of the place, date, and time of the meetings not less than ten (10) days prior to the date of the meeting. A quorum of at least 10 members must be present to conduct business.

### **13. Board of Director Meetings**

The executive committee shall set a calendar of regular board meeting dates and times from August to June. A membership meeting may replace a Board of Directors meeting. Special meetings of the board of directors may be called by the president or upon written request of the majority of members of the board of directors.

Regular or special board meetings may be held in person, virtually, or via a hybrid of both. Virtual or hybrid meetings must use remote communication tools where all participants in person or virtually have equal opportunity for simultaneous participation, voice, and vote.

Voting may take place at a meeting, by mail, or by electronic transmission. The voting method utilized must be the same for all meeting participants. If voting takes place by mail or electronic transmission this PTSA must follow voting policy and procedures that align with Electronic Voting Best Practices in WSPTA Policy.

Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the board of directors via email at least five days prior to the special meeting. If less than five days' notice is given, a meeting may be held and business conducted with documentation in writing or by email of a majority of board members' consent to conduct business. Quorum for board meetings is a majority of the sitting board.

The right to make motions, participate in debate, and vote at PTA board of directors' meetings shall be limited to members of the board of directors, unless a motion to suspend the rules is approved by a two-thirds vote.

## **14. Elected officers, co-officers, standards of affiliation, and training requirements**

### **Executive Committee**

The elected officers of this PTA shall be: President, Vice-President, Secretary, and Treasurer. The elected officers of this PTSA shall constitute the Executive Committee.

Officers of this PTA shall be elected for a one-year term. An officer may not serve more than two consecutive fiscal years in the same office. An officer having served eight or more months in the same fiscal year shall be considered to have served a full year.

Any elected position may be held jointly by two people. Each co-position holder, with the exception of the President, shall be entitled to make motions, participate in debate, and vote at a meeting of the executive committee or board of directors. The President shall preside over the meetings and cast one single vote in the case of a tie. In the event of co-treasurers, one of the treasurers may not be a signer on the bank account.

The Executive Committee shall have the power to declare a position vacant when necessary. An office shall be declared vacant if an officer is absent at three (3) consecutive meetings, unless previously excused by the presiding officer. Meetings will be interpreted as meaning Executive Committee, Board of Directors, and the General Membership meetings during the fiscal year.

### **Standards of Affiliation**

This PTA will review the WSPTA Standards of Affiliation yearly. The Secretary is responsible for filing required documentation.

### **Training**

This PTA will ensure that each executive committee member attends a minimum of one WSPTA-approved training during the fiscal year. At least one member of the executive committee will attend PTA and the Law during the fiscal year.

## **15. Board of Directors**

The board of directors of this PTA shall consist of the elected officers, and the chairs of the following standing committees: Vice President Fundraising, Vice President Membership, Vice President Communications, Grants Chair, Legislative Chair, Bellevue Schools Foundation (BSF) Ambassador, Volunteer Coordinator, PTSA Council Liaison, Cultural Liaison, and four (4) Members-at-Large.

All members of the Board of Directors must be members of this PTSA.

The Board of Directors will individually sign the Board Commitment Form. If the document is not followed or not signed, the actions stated on the Board Commitment Form can be enforced by the Executive Committee.

## **16. Officer election process**

Voting for officers or nominating committee shall take place at a membership meeting.

The Nominating Committee shall be responsible for recognizing and recruiting candidates for the elected leadership of this PTSA. The Nominating Committee shall be selected and perform their duties in accordance with the Uniform Bylaws of the Washington State PTA. Officer elections must be completed by the end of the fiscal year, June 30<sup>th</sup> for officers assuming duties July 1 in the year elected.

## **17. Committees**

The executive committee shall establish committees. Committee chairpersons shall be appointed by the president and approved by the executive committee for a term of one year.

Committee chairs shall be appointed annually for a one-year term.

A committee chair may be removed from their position by a vote of the board of directors.

## **18. Awards**

Golden Acorn, Outstanding Advocate, Outstanding Student Advocate, and Outstanding Educator Award(s) may be awarded annually. The president shall appoint the awards committee, with the approval of the executive committee. The awards committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget.

## **19. Budget and Monthly Financial Reports**

### **Budget**

A Budget Committee shall propose the annual operating budget for the next fiscal year. The Budget Committee shall be chaired by the current Treasurer and shall include at least two (2) members of the Board of Directors, plus the incoming President(s) and Treasurer. Budget Committee meetings will be open to any interested general member. The Budget Committee shall present the proposed budget recommendations to the Board of Directors prior to the membership meeting in June.

This PTSA shall approve its annual operating budget at a membership meeting prior to July 1 each year. If a full annual operating budget is not approved before the end of the fiscal year, this PTSA shall, at the very least, propose an interim budget for the summer prior to the next school year and vote on it before July 1 each year. If an interim budget is required, the full annual operating budget will be approved at the first membership meeting in the fall.

The board of directors has authority to reallocate up to \$1000 budgeted for one purpose to another purpose.

The Executive Committee has the authority to approve expenditures of up to \$1000. Any expenditures over \$1000 will need to be approved by the General Membership.

## **Monthly Financial Reports**

The treasurer will submit a monthly financial report to the board of directors.

### **20. Legal Documents**

The PTA shall maintain two copies of its legal documents, including Articles of Incorporation, Standing Rules, Membership Rosters, Approved Minutes, and Job Descriptions. One copy may be in secure online storage. An original or hardcopy of any legal document shall be kept in a legal documents notebook in a secure location accessible by the president and/or secretary.

The Treasurer shall maintain all original financial records.

All elected officers shall have access to the contents of online legal document storage.

### **21. Financial Review**

The PTA is required to conduct a financial review of its books at the close of the fiscal year. (June 30.) The financial review report will be presented at the next following membership meeting.

Members of this committee shall not include the treasurer, or any person authorized to sign on the PTA bank accounts for the period that is being reviewed, or any individuals living in their households.

### **22. Bank Account**

This PTA shall establish one or more accounts in financial institutions as determined by the board of directors. The PTA shall require the approval of at least two elected officers to make a withdrawal.

### **23. Online Banking, Debit Cards, and Secured Credit Cards**

This PTSA permits the use of online banking to disburse funds. This PTA's board of directors will create and approve written procedures and internal controls for utilizing online banking to minimize the risk of misappropriation of funds. Procedures for the use of online banking can be found in current WSPTA policy.

### **24. Bank Account Signers**

The board of directors shall determine which officers shall have signing authority on the PTA bank account.

If utilized, debit and/or secured credit cards will only be issued to an authorized signer on this PTAs bank account.

In the event of co-treasurers, only one will be a signer on the account; the other will have access to online banking for review. If there is one treasurer, another board member that is not a signer may be assigned to do the online banking review.

### **25. Independent Review of Bank Statements**

The PTA's monthly bank account statements and online banking account statements shall be provided to a person appointed by the board of directors. This person will be appointed by the board at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall promptly report to the executive committee any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.

## **26. Payments and Reimbursements**

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 60 days of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTA. This deadline may be waived in special circumstances and with the approval of the Treasurer prior to the deadline.

All financial documents including checks and binding agreements shall require the signature of two elected officers. In the event two or more members of the same household hold elected offices in the same local PTA or council, only one member of the household shall co-sign financial documents.

No authorized signer will sign a check to her or himself. Two authorized signers must sign all PTA checks.

## **27. NSF Checks**

Should the PTA receive an NSF check, any fees imposed by the PTA's bank may be passed on to the sender of the check. If the NSF check is not paid by June 1, the PTA at its discretion may not accept any checks from this individual in the future. If more than 2 NSF checks are received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

## **28. Gambling Activities**

Students of Chinook Middle School shall be considered honorary members of name PTA without voice, vote, or the privilege of holding office, to participate in gambling activities.

**Note: This clause does not grant the privileges of making motions, participating in debate, voting, or any other benefits of PTA membership. It is necessary to conduct any gaming activities where students will be involved.**

## **29. Voting Delegates**

Voting delegates to the Bellevue PTSA Council shall be the President and three (3) other delegates appointed by the President with approval of the PTSA Board of Directors.

The vote of this organization for the WSPTA Region 2 Director shall be by action of the Board of Directors.

This PTA may send as many voting delegates to the WSPTA Convention and Annual Meeting as allowed by the *WSPTA Uniform Bylaws*. Voting delegate(s) to the state PTA convention shall be elected in April. All delegates shall be appointed by the President and approved by the Board. The number of voting delegates for the legislative assembly shall be determined as specified in the Uniform Bylaws.

This PTA may send as many voting delegates to the WSPTA Legislative Assembly as allowed by the *WSPTA Uniform Bylaws*. One of the voting delegates to the state PTSA Legislative Assembly shall be the Legislative Chairperson(s). All other delegates shall be selected by the President.

### **30. Policy Review**

This PTA shall adopt the WSPTA policies for Money Handling, Conflict of Interest Policy Agreement, and Membership Subsidy. These policies shall be reviewed and approved yearly by the board of directors.

### **31. Online Account, Password Protection, and Transition Procedures**

A list of all active online accounts and programs is kept with the president. A transition policy and list of active accounts must be provided to the financial review committee, minus passwords and account numbers.

A list of current passwords will be transitioned to the incoming president after June 30, at which time all passwords will be changed and provided to any other board members whose role requires access.

### **32. Collaboration with Other Organizations**

This PTA may collaborate with non-PTA organizations. The PTA will handle only PTA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTA activity or the other organization's activity. This PTA will not be a fiscal agent, fiscal sponsor, or sign a sponsorship or charter agreement with any outside organization or agency.


### **33. Code of Conduct and Social Media Use**

Elected officers of this PTA shall follow a board code of conduct. Officers, chairpersons, and volunteers shall adhere to the Bellevue School District volunteer policies.

Members of this PTA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals that are associated with Chinook Middle School.

This PTA shall have a social media policy which shall be reviewed yearly by the board of directors.

### **34. Standing Rules**



These Standing Rules shall not be in conflict with the WSPTA Uniform Bylaws. If any such conflict is found, these Standing Rules shall be automatically modified to conform to the application of the Uniform Bylaws.

The standing rules of this PTA shall be adopted annually by majority vote at the first membership meeting of the school year. The standing rules may be amended at a membership meeting by majority vote if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required.